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## **EdLink Strategic Training**

### **Module 3**

**June 28, 30 & July 1, 2021**

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# Objectives

- Understand EdLink Security, Roles & Permissions & Requesting Access
- Understand how to navigate through File Processing dashboards
- Understand how to use information in dashboards to clear errors



# Agenda

- EdLink Security Overview and Demo
- EdLink File Errors & File Record Rejection dashboards
- Using dashboard information to find and clean errors
- Next Steps





# Overview



# Challenges

- Security is currently provisioned through multiple different system with multiple entry points
- Users may require multiple different logins to complete their job duties
- Security systems are not intuitive and are outdated
- Provisioning security currently requires paper/email processes to gain approval





# Solution

## EdLink Security:

- will, at the conclusion of the EdLink project, replace all current security provisioning models and will be a one-stop shop.
- allows users who historically required multiple logins to complete their work to have one log in for all systems they use.
- meets all safety and security standards of the OTS Information Security policies and is built on modern technology which can be maintained for years.
- will provide a singular workflow for requesting and approving access for LDOE owned data systems.
- will include comprehensive audit trails of all access granted.





# System Implementation

- Currently only EdLink is using EdLink Security
- Legacy systems that are not being replaced by EdLink will be onboarded to EdLink Security by the end of 2024
- Any future new custom built systems will be onboarded to EdLink Security upon development of the new system





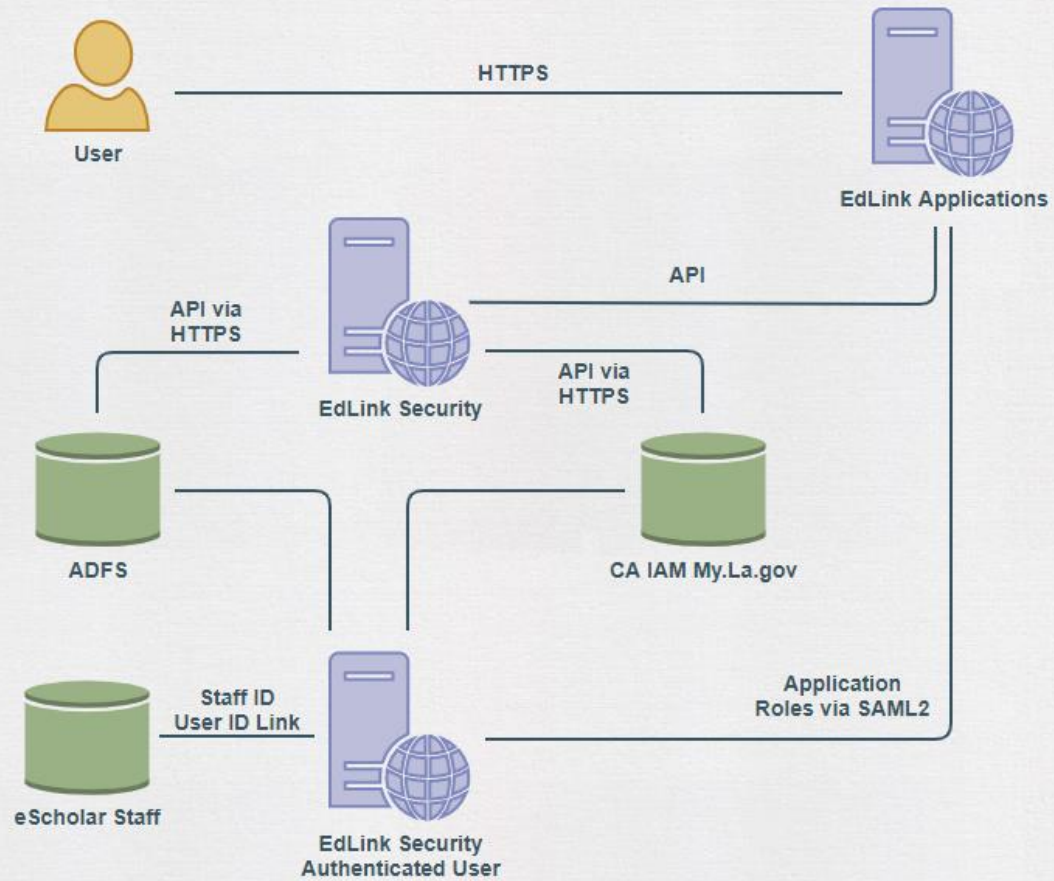
# Steps to Access

There are a few key steps that LEA staff will need to take when it is time to gain access:

- Users create their username and password.
- Users link their password with their eScholar Staff ID creating the linkage that authenticates them as a user.
- Users will utilize EdLink Security to request access to EdLink.
- LEA Security Coordinators will utilize EdLink Security to approve/deny/modify requests.
- Users will login to the dashboard with the credentials they create.











## Resources

- [EdLink Security Guide and Trainings](#)
- [EdLink FAQs](#)
- [2021-2022 LDOE System Enhancement Technical Specifications](#)
- Security Coordinator questions:  
[wen.fan@la.gov](mailto:wen.fan@la.gov)
- EdLink Security functionality questions:  
[kaylie.loupe@la.gov](mailto:kaylie.loupe@la.gov)





Demo





# **Navigating through Data Processing Dashboards**



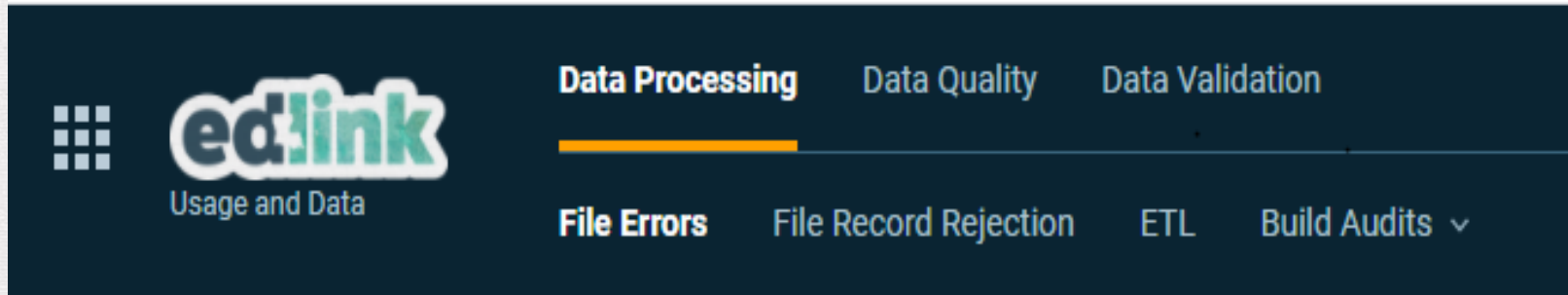


# File Submissions to Error Checking





# Navigating to Data Processing Dashboards



EdLink 360 URL: <https://reports.edlink.la.gov/Dashboard>

1. Enter your User Name and Password
1. Navigate to “Usage and Data” in the “waffle”
1. Click on Data Processing category: We will talk today about File Errors & File Record Rejection dashboards



# File Errors Dashboard

File Errors dashboard presents high level reasons that **PREVENT** a file from processing.

## Typical **File Errors**:

- Incorrect delimiter or File Type
- More columns than in Extract Specification
- Required Columns Missing from Extract

## Reasons Files May Not Process & Next Steps:

- Vendor's programming is incorrect or LEA created extract is incorrect; other ETL problem
- Contact the Vendor or review file requirements per extract to fix the issues
- These should be resolved once and not recur



# File Errors Dashboard

File Errors dashboard tells the user:

- How many files did I submit to EdLink?
- How many of those files were loaded? How many rejected?
- When was my last submission to EdLink?
- What type of files did I submit to EdLink?
- How many records in those files were loaded? How many rejected?



# File Errors Dashboard

How many files did I submit to EdLink? How many of those files were loaded? How many rejected?

Latest Loaded Tables

1074

Latest Not Loaded Tables

339

When was my last submission to EdLink? TIMESTAMP

FILE_LOADED_PERCENT	AUDIT_TIMESTAMP	BUILD_NUMBER	DISTRICT_CODE	FILE_TYPE
<u>100.0</u>	<u>6/11/2021 12:00:00</u>	<u>19838</u>	<u>008</u>	<u>CALENDARS</u>
<u>100.0</u>	<u>6/11/2021 12:00:00</u>	<u>19838</u>	<u>008</u>	<u>CALENDARS_EXT</u>
<u>100.0</u>	<u>6/11/2021 12:00:00</u>	<u>19838</u>	<u>008</u>	<u>STS_DEMOGRAPHICS</u>
<u>100.0</u>	<u>6/11/2021 12:00:00</u>	<u>19838</u>	<u>008</u>	<u>STS_IBC</u>





# File Errors Dashboard

What type of files did I submit to EdLink? = FILE TYPE

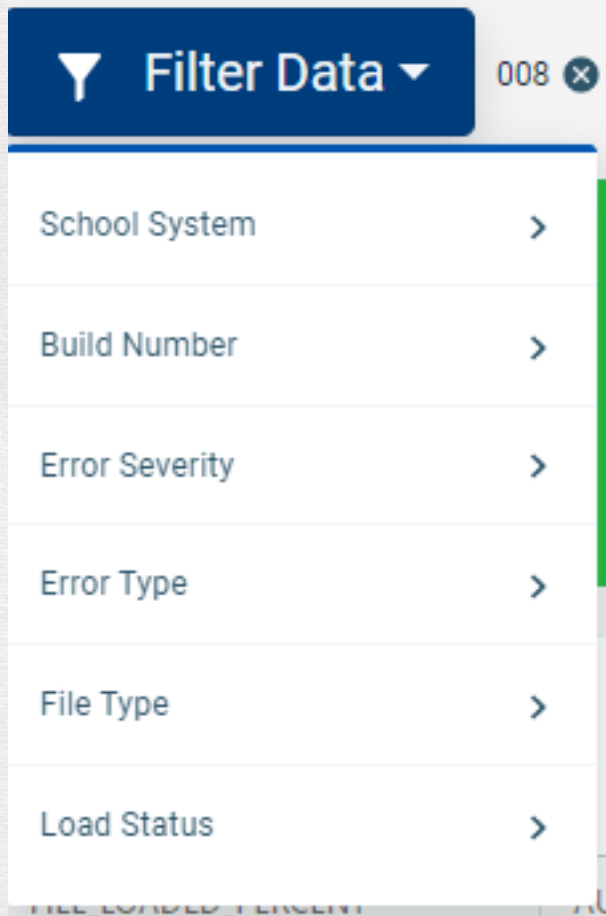
FILE_LOADED_PERCENT	AUDIT_TIMESTAMP	BUILD_NUMBER	DISTRICT_CODE	FILE_TYPE
<u>100.0</u>	<u>6/11/2021 12:00:00</u>	<u>19838</u>	<u>008</u>	<u>CALENDARS</u>
<u>100.0</u>	<u>6/11/2021 12:00:00</u>	<u>19838</u>	<u>008</u>	<u>CALENDARS EXT</u>
<u>100.0</u>	<u>6/11/2021 12:00:00</u>	<u>19838</u>	<u>008</u>	<u>STS DEMOGRAPHICS</u>
<u>100.0</u>	<u>6/11/2021 12:00:00</u>	<u>19838</u>	<u>008</u>	<u>STS IBC</u>

How many records in those files were loaded? How many rejected? = FILE LOADED PERCENT



# File Errors Dashboard

What information can I get from the filter?



- Load Status = Loaded or Not Loaded
- Error Type = Errors causing my file to reject
- File Type = Name of extract



# File Errors Dashboard Demo



# Record Rejection Dashboard

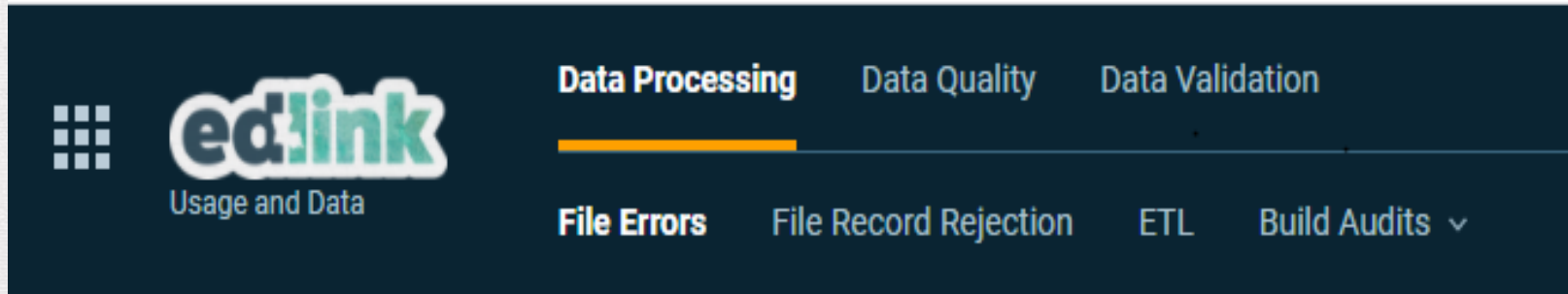
These issues are generally due to errors in the data itself in the system of record or vendor extract **missing required fields**

Some examples of **file record rejection** errors:

- Data does not match data type for column
- Data exceeds length specified for column
- More than one record with same key (DUPLICATES)



# Navigating to File Record Rejection Dashboard

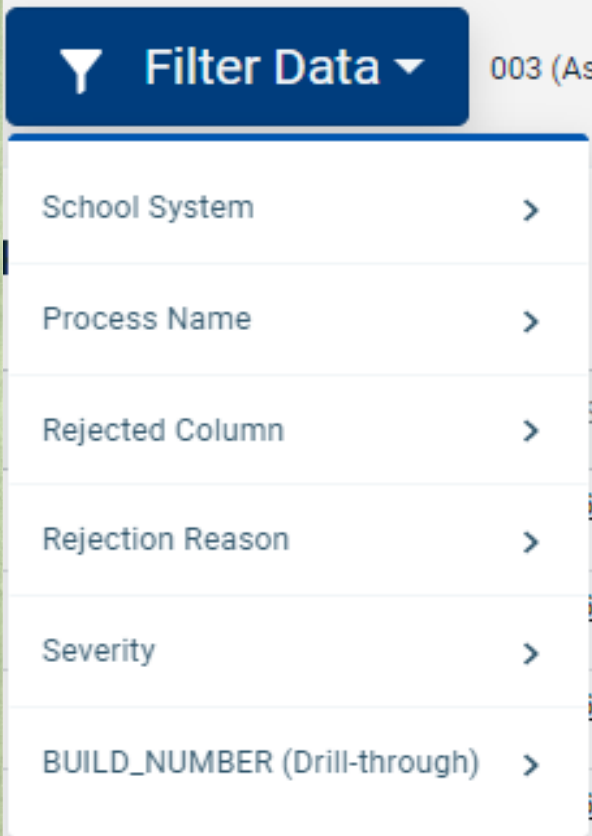


There are 2 different ways you can get the File Record Rejection Dashboard:

1. Click on a File Type on the File Errors dashboard
1. Navigate directly to the File Record Rejection dashboard from your menu bar

# File Record Rejection Dashboard

What information can I get from the filter?



- Process Name = Extract with rejected records
- Rejected Column = Column of data in error in the rejected record
- Rejection Reason = Reason for the rejection



# File Record Rejection Dashboard

How can I use the information in my dashboard to clear errors?

LINE NUMBER	REJECT COLUMN	MESSAGE	TECHNICAL MESSAGE	ROW NATURAL KEY	REJECT ROW
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## IMPORTANT COLUMNS:

- Line Number/Row Key = Identifies the exact record in error from your uploaded file; use the key to search your local system for potential error
- Rejected Column = Column of data in error in the rejected record
- Message = What is wrong with the data
- Reject Row = Entire row of data from your file that contains the data causing the rejection



# File Record Rejection Dashboard Demo



## Wow & Wonders

- What did you see that “wows” you? Why?
- What do you “wonder” about what you saw? Why?

[EdLink 360 Training Feedback](#) form

**PLEASE TAKE A FEW MINUTES NOW TO  
COMPLETE THIS BRIEF QUESTIONNAIRE.**





# **EdLink Training Reminders**



# 7-Week EdLink Training

**NEXT WEEK'S TRAININGS WILL BE PRE-RECORDED AND SENT VIA EMAIL. WE WILL BE CANCELING INVITES FOR THE WEEK OF JULY 5TH.**

Data Systems & User Support team will be offering a 7 week training series designed to get LEAs ready for EdLink Go Live in August. Weekly training topics and the invitation for the weekly meeting was sent to all data managers on Thursday June 9th.

- Group 1: **Monday's 2:00pm 6/14 - 7/26**      **Facilitator:** Jamie Ridge
- Group 2: **Thursday's 2:00pm 6/17 - 7/29**      **Facilitator:** Sherry Randall
- Group 3: **Monday's 1:00 pm 6/14 - 7/26**      **Facilitator:** Crystal Wilkinson
- Group 4: **Wednesday's 10:00 am 6/16 - 7/28**      **Facilitator:** Crystal Wilkinson



# Who to Contact for Additional Information

Director: [Crystal.Wilkinson@la.gov](mailto:Crystal.Wilkinson@la.gov)

Manager: [Sherry.Randall@la.gov](mailto:Sherry.Randall@la.gov)